

UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF WISCONSIN

VACANCY ANNOUNCEMENT 22-01

Position: **JUDICIAL LAW CLERK (TERM)**

Opening Date: **January 25, 2022**

Closing Date: **Open until filled**

Salary Range: **\$69,132 - \$128,088 (JSP 11-JSP 13)**
(depending upon qualifications and experience)

Location: **Milwaukee, WI**

POSITION SUMMARY:

The United States Bankruptcy Court for the Eastern District of Wisconsin is accepting resumes and applications for the position of Judicial Law Clerk (term) to Bankruptcy Judge Rachel Blise. This position will start in mid-August 2022. Duties include researching a variety of legal issues, drafting memoranda and opinions, reviewing orders, and handling miscellaneous day-to-day clerical assignments.

The term will expire in August 2023; however, it may be extended for additional year at the judge's discretion.

MINIMUM QUALIFICATION REQUIREMENTS:

Applicant must be a law school graduate (or be certified as having completed all law school studies and requirements and merely awaiting conferment of a law degree) from an accredited law school, and have one or more of the following attributes:

- Standing within the upper third of candidate's law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review; or
- Other demonstrated proficiency in legal writing and analysis, which, in the opinion of the judge, is the equivalent of the experience above, including but not limited to the following:
 - Experience as a law clerk or intern to a federal, state, or local judge.
 - Experience in a private firm or public agency;
 - Participation in a legal aid or other clinical program sanctioned by the law school;
 - Publication of an article in a law school publication or other scholarly publication; or
 - Membership on a moot court team that represents the law school in competition with other law schools.

PREFERRED QUALIFICATIONS

It is preferred that applicants took bankruptcy in law school or have experience in the bankruptcy field or comparable practice areas. Applicants must be highly skilled in legal research and writing, and must be able to use Westlaw, Lexis and Microsoft Office. Familiarity with electronic case filing and management systems is preferred. Applicants must be able to quickly process and resolve complex issues. Excellent verbal, written, interpersonal and time management skills, maturity, judgment, and discretion are required.

SALARY AND BENEFITS:

The actual pay level will be established on the basis of the successful applicant's qualifications and experience in accordance with the Judicial Salary Plan of the U.S. Courts.

To qualify for grade 12 in the Judicial Salary Plan (JSP), one year of legal work experience following law school graduation is required. To qualify for JSP grade 13, two years of legal work experience following law school graduation is required. Except for grade 11, the applicant must be a member of the bar of a state territory, or federal court of general jurisdiction.

Legal work experience is defined as progressively responsible experience in the practice of law, legal research, legal administration, or equivalent experience received after graduation from law school. Major or substantial legal activities while in military service may be credited on a month-for-month basis, whether before or after graduation, but not to exceed one year if before graduation from law school.

Although not included in the federal government's Civil Service classification, the term clerk enjoys substantially the same benefits as other federal government employees. The available benefits package includes eleven paid holidays per year, health insurance, life insurance, long-term care insurance, dental and vision insurance, and flexible spending accounts. The position also is subject to mandatory Electronic Funds Transfer (EFT) participation of net pay.

INFORMATION FOR APPLICANTS:

The U.S. Bankruptcy Court is a part of the judicial branch of the United States Government.

The court reserves the right to modify the conditions of this job announcement, or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without any prior written or other notice.

Only qualified applicants will be considered for this position.

Applicants must be United States citizens or eligible to work in the United States.

Applicants are required to answer questions 18-20 on the AO-78, Federal Judicial Branch Application for Employment.

Only applicants selected for an interview will be notified. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

The successful candidate for the position is subject to a background check or investigation, which may include an FBI fingerprint check.

Employees are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants to review upon request.

Employees of the Federal Judiciary are hired as excepted service, "*at will*" employees.

The United States Bankruptcy Court for the Eastern District of Wisconsin is an Equal Opportunity Employer.

APPLICATION PROCEDURE:

Qualified applicants must apply through Online System for Clerkship Application and Review (OSCAR) <https://oscar.uscourts.gov> and submit the following required documents: Completed Application for Judicial Branch Employment (Form AO-78); cover letter; resume with detailed work history; two writing samples; two letters of recommendation; and law school transcripts. The Form AO-78 is available at www.wieb.uscourts.gov under the "Court Information/Careers" page.